

27 March 1981

Classification Review Procedure

CRP 81-3

References: CRP 79-36
Memo, 28 April 1980, Manuscript Review

CIA Review of Department of Defense (DOD) Manuscripts

1. The Classification Review Division (CRD) is the focal point for review of manuscripts sent to CIA by the Directorate for Freedom of Information and Security Review, Office of Public Affairs, DOD. These manuscripts have been authored by DOD personnel, both military and civilian, and contain references to CIA.

2. CRD will conduct the Agency classification review and will prepare the Agency's response to DOD. If special expertise is required in the classification review of the manuscript, CRD may request review assistance from the appropriate Agency component.

3. Receipt and Control

a. The CRD secretary will maintain a permanent folder and log of DOD manuscripts. Because of the small number of manuscripts anticipated, an individual folder for each manuscript need not be maintained.

b. The folder will contain copies of all correspondence to and from the DOD relating to each manuscript, correspondence with other CIA components involved in the review, and copies of manuscript pages that contain deleted passages.

c. CRD will control the manuscripts at the level of classification assigned by the DOD.

d. DOD manuscripts are accompanied either by a transmittal letter or DOD Form SD 373, Coordination Record. Since the form or transmittal contains all the vital information regarding the manuscript,

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a copy will be retained in the manuscript folder. Each manuscript is assigned a case number by DOD, and CRD will use this number for reference and control.

4. Review

- a. Chief, CRD will assign responsibility for review of the manuscript to the appropriate CRD Branch.
- b. The CRD review will be conducted under manuscript review procedures (See References). Keep in mind that we must cite clear and valid reasons for all deletions of the text by indicating the section(s) of E.O. 12065 which pertain to each deletion. The DOD has requested that review actions not be marked on the manuscript. Therefore specific review actions will be listed in our reply to the DOD (Paragraph 4 e.).
- c. Assistance - If review assistance is required, the Agency component that has the expertise should be consulted.
- d. Deadline - Most DOD manuscripts have been assigned a review deadline date by DOD. The reviewer should make every attempt to adhere to the deadline date, allowing for time to type the response and return the manuscript to DOD. If the deadline can't be met, the reviewer should prepare an interim response.
- e. Reply - The reply to the DOD will be typed on the enclosed Form 373 in the "Coordination Officer Action" block. If a Form 373 was not provided, a letter will be prepared in response.
- f. When recommending to DOD that certain passages be deleted, say "delete" rather than "suggest you delete." In response to the former, DOD automatically deletes the passage; in response to the latter, they may or may not.
- g. The reviewer should verify that copies of all correspondence pertaining to the manuscript review are placed in the CRD manuscript folder (paragraph 3 b.)
- h. The manuscript and reply will be given to the reviewing officer's Branch Chief for final review before going to Chief, CRD for signature.
- i. The number of pages reviewed and time spent on the review will be recorded in the weekly statistical report.

Chief, Classification Review Division

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